## APPROVAL REQUEST

| APPROVAL REQUES  |   |   |   |   |
|--|---|---|---|---|
| SIO. /2 (HEV. /-92)  |   | (1) DEPARTMENT, BOARD OR COMMISSION Corrections   | COMMISSION  |   |
|  |   | DIVISION, BUREAU OR OTHER UNIT  | мп<br>Archives: California  | ia State Prison, Solano   |
| Submit three copies with three c<br>Records Retention Schedule,  | Submit three copies with three copies of the Records Retention Schedule, STD. 73.   | ADDRESS<br>2100 Peabody   | Road, Vacaville   |   |
| TO: DEPARTMENT OF OFFICE OF INFO   | DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES   | CHECK THE APPROPRIATE BOX: (2) New schedule of re   | cords that h  | heduled. (Complete boxes 5 - 8.)  |
| 1500 5th Street, Room 116<br>Sacramento, CA 95814 (o   | Room 116<br>95814 (or IMS C-39)   | (3) Revising a previou  | Revising a previous schedule. (Complete boxes 5 - (A new approval number will be assigned.)           | - 12.)  |
| (916) 445-2294 or CALNET 485-2294  | CALNET 485-2294   | (4) Amending some p   | Amending some pages of a previous schedule. (Co (The original approval number will remain in effect.) | (Complete boxes 8 - 12.)<br>rct.)   |
| NEW SCHEDULE   | (5) SCHEDULE NUMBER   | (6) SCHEDULE DATE   | (7) NUMBER OF PAGES   | (B) CUBIC FEET(Total Schedule)  |
| INFORMATION (If applicable)  | 16840A  | 11/11/94  | w   | , 15,400  |
| PREVIOUS SCHEDULE  | (9) SCHEDULE NUMBER(S)  | (10) APPROVAL NUMBER(S)   | (11) APPROVAL DATE(S)   | (12) PAGE NUMBER(S) REVISED   |
| INFORMATION (If applicable)  | 608.4<br>1030   | 87-191<br>92-032  | 7/7/87<br>3/17/92   | A11   |
| PART 1 AGENCY STATEMENTS   | ATEMENTS  |   |   |   |
| As the program n<br>the attached sche<br>the State Adminis<br>schedule) that all   | As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for. | ed to sign for the program<br>are listed, that I have re<br>tention period is necessa<br>ule have been accounted                            | nmanager) directly respons<br>viewed the need for the rec<br>rry and correct as scheduled<br>for.     | ible for the records listed on ords, (per Section 1611 of stand), and (for a revised  |
| (13) SIGNATURE-MANAGER DIR   | WRE-MANAGEA DIRECTLY RESPONSIBLE FOR THE RECORDS  | Q Ku  | me ase Meg  | (15) DATE SIGNED /  |
| In accordance with General Services all the factors liste  | ly/accordance with Government Code 14755, approval of the attached. General Services is hereby requested. Retention periods have been es all the factors listed in Section 1667 of the State Administrative Manual.   | 14755, approval of the attached Records Retention<br>Retention periods have been established by this ag<br>the State Administrative Manual. | Schedul<br>Jency af   | le by the Department of ter a careful evaluation of   |
| I hereby certify that disposal of records.   | I hereby certily that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)  | ehalf of the head of this :<br>State Administrative Man   | agency in matters pertainin;<br>ual.)   | g to the retention and  |
| 18   | NAGENAUT ANALYST  |   | s Management  |   |
| (18) NAME (Printed or Typed)  Kristine Estes   | (O)   |   | 323-4095  | (20) DAIL SIGNED  |
| PART II - DEPARTMENT)  | AT DE GENERAL SERVICES  | APPROVAL (Per   | nde Section 1475<br>MBER  |   |
| The state of the s | may 1 S   | (24) DA   | TE SIGNED   | Parameter of  |
| PART III ARCHIVAL  | SELECTION (Per Government Code  | nt Code Section 14755)  |   |   |
| THE ATTACHED RECO  | THE ATTACHED RECORDS RETENTION SCHEDULE:  |   |   |   |
| (25) Contains no mate<br>Archives  | Contains no material subject to further review by the California State Archives   | by the California State   |   | A CONTROL AND A |
|  | ,<br>Contains material subject to archival review. Items stamped "Hold/Notify<br>Archives" may not be destroyed without clearance by the Secretary of   | tems stamped "Hold/Not  |   |   |
| State. (Per Sect   | Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)  | ance by the Secretary of strative Manual.)  | \$2.42<br>  |   |
| SIGNATURE  |   | (28) 0  | <b>o</b>  | maka di komunikan dan gendida pindapinda kandan penda serdak pindapinda di menaka da kandak komunika baharinga  |
| E / College  | T. JARONANA   |   | JAN. 03 1995  |   |

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## RECORDS RETENTION SCHEDULE STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

| DEPARTMENT (I)                      | SCHEDULE NUMBER (2) DATE (3)                  |
|-------------------------------------|---|
| Corrections                         | 16840A November 11, 1994                      |
| ORGANIZATIONAL UNIT                 |   |
| Departmental Archives (CSP, Solano) | Page 1 of 3 Pages (4)                         |
| ADDRESS (number, street, city)      | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBE |
| 2100 Peabody Road, Vacaville        | 94-291  |

| and in SAM 1000    |                 |                                 |  |  |                   |             |           |       | (5)  |       |                 |   |
|--------------------|-----------------|---------------------------------|--|--|-------------------|-------------|-----------|-------|------|-------|-----------------|---|
|                    |                 |                                 |  | 2100 Peabody Road,   | Vacaviile   M   V |             |           |       |      |       |                 | 94-291  |
| ITEM<br>NUMBER     | CUBIC<br>FEET   | CALIFORNIA<br>STATE<br>ARCHIVES | TITLE AND DESCRIPTION OF RECORDS (Triple-space between items)  |  |                   | V<br>i<br>t | RETENTION |       |      | 1     | PRA<br>(Exempt) | REMARKS   |
| (Triple<br>between | space<br>items) | USE ONLY                        | ,  | •  | i<br>a            | 1           | OFFICE    | DEPT. | SRC  | TOTAL | IPA             | 42  |
| (6)                | (7)             | (8)                             | (9)  |  | (10)              | (11)        | (12)      | (13)  | (14) | (15)  | (16)            | (17)  |
| INS                |                 |                                 | Departmental The Departmental Arcl centralized department inactive inmate/parolec retains the inactive pap records and responds to or individual inquiries inmate/parolees.  This Records Retention defines the retention, d destruction requiremen inmate/parolee records | hives Unit is the storage unit for all ercords. This Unit er or microfiche all law enforcement relating to inactive a Schedule (RRS) isclosure and it for all inactive |                   |             |           |       |      |       |                 | Authority Penal Codes 1203 03, 2081.5 and 5068.  Retention:  Columns 10 through 16 are clarified in Column 17, Remarks.  Media (Column 10): P=Paper, S=Master (Silver) Microfilm/fiche, D=Diazo (Duplicate).  Vital Records (Column 11): Critical to perform Department's basic functions (e.g., Immate/Parolee Central File and Records) after a disaster.  Disclosure Restrictions: (Column 16)  X: Exempt from public review per the Public Records Act, Government Code Section 6254.  XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798 24, unless exempt under Section 1798 40.  Destruction:  Nonconfidential: recycle.  Confidential or exempt (Column 16), shred.  Historical (Column 8), Transfer to the State Archives. Do not destroy. |

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

| DEPARTMENT (I)                      | SCHEDULE NUMBER (2) DATE (3)                  |
|-------------------------------------|---|
| Corrections                         | 16840A November 11, 1994                      |
| ORGANIZATIONAL UNIT                 |   |
| Departmental Archives (CSP, Solano) | Page 2 of 3 Pages (4)                         |
| ADDRESS (number, street, city)      | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBE |
| 2100 Peabody Road, Vacaville        | 94-291  |

| 2100 Peabody Road,        |  |                                 |   |                          |                 |                |                                       |           | 94-291           |                 |    |  |
|---------------------------|--|---------------------------------|---|--------------------------|-----------------|----------------|---------------------------------------|-----------|------------------|-----------------|----|--|
| ITEM<br>NUMBER            | CUBIC<br>FEET  | CALIFORNIA<br>STATE<br>ARCHIVES | TITLE AND DESCRIPTION OF RECORDS  |                          | M V i RETENTION |                |                                       |           |                  | PRA<br>(Exempt) |    | REMARKS  |
| (Triple<br>between<br>(6) | space<br>items)  | USE ONLY (8)                    | (Triple-space be  | ·                        | i<br>a<br>(10)  | a<br>1<br>(11) | OFFICE (12) DEPT. SRC TOTAL (15) (15) |           | &<br>IPA<br>(16) | (17)            |    |  |
| 0010                      |  |                                 | Administrative Record<br>Copies of general administrati<br>correspondence, supervisor en<br>procurement, reports, etc | S:<br>ve records such as | P               |                | * .                                   |           |                  | *               |    | * Retain per RRS 16000.  |
| 0020                      |  |                                 | Central Files: Inactive<br>The inmate/parolee has left th<br>all litigation is resolved.                              |                          |                 |                |                                       |           |                  |                 |    |  |
| 0020A                     |  | Transfer To<br>Archives         | • 1978-1983 (Pre-M  | licrofiche System)       | P               | Y              |                                       | 10Y       | 20Y              | 30Y             | XI | Retain thirty years (10 years in Departmental Archives, 20 years at SRC).  |
| 0020B                     | Andrew Commencer and the Comme | Transfer to<br>Archives         | Deceased  |                          | P               | Y              | A+<br>6M                              | 29Y<br>6M | 0                | 30Y             | XI | Retain as active until the inmate/parolee death and resolution of all litigation, then retain 30 years (six months in the office, 29 years and six months in Departmental Archives). |
| 0020C                     |  | Transfer to                     | Executions  |                          | P               | Y              | A+<br>6M                              | 29Y<br>6M | O                | 30Y             | XI | Retain as active until the inmate/parolee death and resolution of all litigation, then retain 30 years (six months in the office, 29 years and six months in Departmental Archives). |
| 0020D                     |  | Transfer to<br>Archives         | Fingerprint/Photo   | graphs                   | P               | Y              |                                       | 30Y       | 0                | 30Y             | XI | Retain 30 years at Departmental Archives.  |

State of California

## RECORDS RETENTION SCHEDULE STD. 73 (REV. 5-92)

See instructions on reverse

and in SAM 1600

| DEPARTMENT(I)                       | SCHEDULE NUMBER (2) DATE (3)                      |
|-------------------------------------|---|
| Corrections                         | 16840A November 11, 1994                          |
| ORGANIZATIONAL UNIT                 |   |
| Departmental Archives (CSP, Solano) | Page 3 of 3 Pages (4)                             |
|                                     |   |
| ADDRESS (number, street, city)      | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBE (5) |

|                    |                 |                                 | 2100 Peabody Road,   | vacav          | /1110          |  |               |             |               |                  | 94-291   |
|--------------------|-----------------|---------------------------------|--|----------------|----------------|--|---------------|-------------|---------------|------------------|--|
| ITEM<br>NUMBER     | CUBIC<br>FEET   | CALIFORNIA<br>STATE<br>ARCHIVES | TITLE AND DESCRIPTION OF RECORDS                                   |                |                |  | RETE          | NTION       | REMARKS       |                  |  |
| (Triple<br>between | space<br>items) | USE ONLY (8)                    | (Triple-space between items) (9)                                   | i<br>a<br>(10) | a<br>1<br>(11) | OFFICE<br>(12)   | DEPT.<br>(13) | SRC<br>(14) | TOTAL<br>(15) | &<br>IPA<br>(16) | (17)   |
| 0020E              | 1               |                                 | Health Record: Inmate Patient                                      | P              | Y              | A 101 THE TOTAL TO | *             | *           | *             | XI               | * Retain per RRS 17000M.   |
| 0020F              |                 |                                 | Microfiche: Diazo (Working Copy)                                   | Ď              | Y              |  | A             | 0           | A             | ХI               | Retain as active until needed by an Institution due to the inmate/ parolee return to the system. Forward to the Institution. |
| 00 <b>2</b> 6G     | ·               | Transfer 70<br>Archives         | Microfiche: Master   | S              | Y              |  | 30Y           | 0           | 30Y           | XI               | Retain 30 years at Departmental Archives.  |
| 0020Н              |                 |                                 | Microfiche: Master Roll Film     Used for Vital Records Protection | S              | Y              |  | 0             | 30Y         | 30Y           | XI               | Retain 30 years at SRC (Tahoe Vault).  |
| 00201              |                 | transfer to<br>Archives         | Z Case  Confined in a Diagnostic Facility.                         | P              | Y              |  | 3Y            | 0           | 3Y            | XI               | Retain three years at Departmental Archives.   |